

[Insert Community Name]

## Town Meeting

[Insert Date]

[Insert Location]

[Insert Time]

## Sample Presentation Notes

☐ Introduce facilitator and speaker(s)

☐ Introduce distinguished guest(s)

☐ Explain and distribute sign-up sheet

☐ Explain purpose(s) of meeting

The purposes of this town meeting are to:

- Announce the community's decision and ongoing commitment to apply for Hazard Mitigation Grant Program funds to implement a property acquisition project
- Provide more detail about acquisition policies that directly affect the property owner and tenants
- Answer questions
- Identify owners who have an interest in selling their properties
- Begin to collect individual property data necessary for the application

☐ Establish protocol

☐ Introduce point(s) of contact

(NOTE TO PRESENTER: Describe some of the point(s) of contact's (POC's) background, e.g., education, experience, skills, etc. Explain why he or she was chosen. This will give the POC credibility among the owners and tenants and help build their confidence in him or her. Write his or her name, telephone number, email address, mailing address and hours he or she is available on a chalkboard or easel and pad.)

☐ Announce location and hours of project office.

## Tool II-5, Sample Presentation Notes II

(NOTE TO PRESENTER: Write the address, telephone number, and hours of operation of the office on a chalkboard or easel and pad. Ask attendees if they know how to get to the location. Give directions if necessary.)

- ☐ Present information on topics below:

- ☐ Property acquisition process (review)

- ☐ Duplication of benefits

(NOTE TO PRESENTER: Distribute copies of the Duplication of Benefits Fact Sheet to property owners [Form II-2]. Go over it in detail with them, including the possible scenarios. Help property owners understand that a goal of DOB is to be fair to both property owners suffering through a disaster and taxpayers who finance disaster assistance.)

- ☐ Additional homeowners relocation assistance, if community is offering it

- ☐ Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) relocation assistance to tenants

(NOTE TO PRESENTER: Distribute URA Relocation Assistance for Tenants Fact Sheet [Form II-3] to tenants. Go over it in detail with them. Use the chalkboard or easel and pad to “walk” them through the sample calculation.)

- ☐ Assistance to mobile-home owners and tenants

(NOTE TO PRESENTER: Distribute Assistance for Mobile-Home Owners and Tenants Fact Sheet [Form II-4] to people who live in mobile homes. Go over it in detail with them.)

- ☐ Conduct question & answer period/facilitate open discussion

- ☐ Distribute property owner and tenant questionnaires and self-addressed, stamped envelopes.

(NOTE TO PRESENTER: You will find these questionnaires in part 2 of the Toolkit as Forms II-5 and II-6. Go over the questionnaires and clarify any terminology unfamiliar to owners and tenants. Ask property owners and tenants to complete the questionnaires and use the envelope provided to return them. Explain that the data they provide on the questionnaire will be used on the application the community submits to FEMA. Emphasize the date the completed questionnaires are due and the importance of returning them on time. [You cannot complete the application without the data. If you cannot meet the application deadline or provide incomplete data on your application, your community risks losing or delaying funding.]

- ☐ Conclude meeting.